

## BASIC SAMPLING (STANDARD SAMPLE)

The required sample size is 3% or 3,000, whichever is less of all approved applications on file on October 1. However, the Basic Sampling method concentrates on **“error-prone applications.” (Income-based applications reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit.**

Remember, families approved through direct certification are not included in the application pool.

Calculation and selection of the minimum required number of applications in the LEA to verify using Basic Sample:

**Step 1.** Count the total number of approved applications (food stamp/FIP, foster child, income-based) on file on October 1. Multiply the total by 3% (.03). Round decimals upward. At least one (1) application must be verified.  
Example: If there was a total of 1300 approved applications on file as of October 1, 2007, the verification sample size would be  $1300 \times 0.03 = 39$  applications.

**Step 2.** Separate out all applications “error-prone applications,” reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit. This is the pool from which you randomly select applications for verification.

**Step 3.** Randomly select the required number of applications.

A selection interval may be used. This can be accomplished by dividing the total number of approved applications reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit by the sample size to determine selection interval.

Example: If there are 445 applications on file reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit and 39 are required to be verified, divide  $445 \div 39 = 12$ . Number all the applications. Randomly select an application from the total approved applications reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit. Then choose every 12<sup>th</sup> application until 39 applications have been selected.

Another random method of selection would be to put all applications into a container and draw the 39 applications out for the verification sample.

**Step 4.** If there are not enough error-prone applications to meet the sample size requirements, additional applications must be selected at random from other income-based approved applications.